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Class Specifications  
for the Class:

PUBLIC SAFETY SECURITY PROGRAMS COORDINATOR  
(PUBLIC SAF SECRTY PRGMS COORD)

**Class Distinguishers:**

Complexity: This class reflects the subject matter expert in the development and maintenance of department-wide security programs for the Department of Public Safety, and is the principle technical support to the Inspections and Investigations Officer in all matters relating to security. The sole position in this class is responsible for establishing department-wide security plans, policies and procedures, and standards; evaluating the department's corrections, law enforcement, and administrative programs and operations for compliance with departmental security policies, procedures, and standards; investigating all incidents relating to security or breach of security; providing consultation and advisory services to supervisors, managers, and administrators for any activity or function where security may be an issue; and conducting special projects to address potential or identified security issues affecting the department.

Personal Contacts: Personal contacts are with department managers and administrators to provide advisory services on matters relating to security; department employees, supervisors, and managers to ensure division or office operations and practices are in compliance with departmental, State and federal laws, legal requirements, standards, policies and procedures, rules and regulations relating to security; and department employees to investigate incidents to determine if there was a breach in security.

Supervision Received: General administrative supervision is received from the Inspections and Investigations Officer to discuss overall goals and objectives for the department and the Inspections and Investigations Office.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Mission and function of the Department of Public Safety; federal and State laws, rules, regulations, and legal requirements pertinent to adult corrections operations, law enforcement and security; departmental standards, policies and

procedures relating to security programs; basic components of the State correctional program and public safety law enforcement programs; corrections and law enforcement concepts, principles, and practices, and recognized standards; basic investigation and assessment methods and techniques for evaluating program operations; and report writing.

Ability to: Evaluate, develop, and coordinate departmental security plans, policies and procedures, and standards; interpret, apply and ensure compliance with pertinent State and federal laws, rules, regulations, and other legal requirements; conduct analyses of operations and activities, identify security issues and problems and make recommendations for corrective action; provide technical advisory services to supervisors, managers, and administrators; prepare clear and concise reports; establish and maintain effective working relationships; and communicate effectively orally and in writing.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Develop, maintain and update departmental policies and procedures relating to security.
2. Establish, maintain and update departmental policies, procedures, standards, and criteria relating to the acquisition, use, and maintenance of security equipment.
3. Develop and maintain departmental security requirements for buildings/facilities under the jurisdictional control of the department such as the State Capitol, Washington Place or the State judiciary buildings.
4. Develop and maintain departmental security requirements for structures used for departmental operations, such as correctional facilities.
5. Review plans for the repair or renovation of any physical structure in which departmental operations are located for the purpose of evaluating the security features of buildings, grounds, and equipment and make recommendations for changes to meet departmental standards.
6. Participate in new facility planning to ensure security features meet departmental security policies, procedures and standards.

7. Review and evaluate division and branch policies and procedures, and operational activities, to ensure compliance with departmental security policies, professional security standards, laws, and codes.
8. Make recommendation to supervisor for resolution of any security issues and take appropriate action as necessary.
9. Provide consultation and advisory services in the development of training plans relating to security issues and procedures.
10. Conduct investigation of incidents where there may have been a breach of security policies and procedures (e.g., escapes, disturbances, injury to a public official, discharge of firearms, etc.). Make recommendations for follow-up or take corrective action as necessary.
11. Conduct periodic evaluation of security posts in all Law Enforcement and Corrections branches to ensure that proper security coverage is being maintained to meet departmental security standards.
12. Review schedules of all law enforcement and corrections officers to ensure utilization of manpower meets departmental security standards.
13. Oversee the regularly scheduled inventories of security equipment (e.g., weapons, restraints and communication equipment) to ensure that all pieces of equipment are accounted for and properly stored and maintained, and be readily available when necessary.
14. Conduct special projects or studies as directed by the supervisor and/or Director of Public Safety to address security issues affecting the department and make recommendations for corrective action.
15. Keep abreast of new developments related to security, such as modernized electronic devices, scanners, new security systems, etc.
16. Participate in the coordination of civil defense and other emergency response activities and develop department-wide policies and procedures.
17. Participate in the drafting of legislative bills and testimonies pertaining to security programs.

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This is the first specification for the new class PUBLIC  
SAFETY SECURITY PROGRAMS COORDINATOR (PUBLIC SAF SECRTY PRGMS  
COORD).

Effective Date: 9/5/02

DATE APPROVED: 9/5/02

/s/ Dawn M. Young

DAVIS K. YOGI

Director of Human Resources Development